

Gardus

ad ordus repandus

Botanic Gardens,
Singapore.

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Rules for the guidance of the
Chief Mandore.

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Rules for the guidance of the Chief
Mandore - Botanic Gardens. Singapore Jan. 1895

Chief Mandore's
house (Rasip)

The Chief Mandore's hours of duty are from
6 am. to 11 am. & from 1. pm to 5.30. pm
Duties — His duty the first thing in the morning
is to call the roll. & check off against the name
of all present; recording those that are absent
he will furnish me with a list of men's names
who are absent. with the reason for such absence
— He will be in charge of all stores. & keep
the key of the outer store. he will be responsible
that the stores are kept in proper order. &
he must receive all stores. such as timber
bricks, sand, etc. & check them with the
Indians to see that they are correct. inferior
articles must be rejected & put on one side
for my inspection.

He will be in charge of all plants in pots
& the propagation department generally
& it will be his duty to see that the stock
of plants is kept up to the proper number
All packing will be done under his
supervision.

An important part of his duty will be
to see that every plant as far as practicable
is properly labelled. There can be no excuse
for plants not labelled.

He has no jurisdiction over the outside
Mandore except when they are working
together. when of course he will take charge.

Rules for the guidance of the mandore in charge
of the outside works in the Botanic Gardens—

January 1895

The hours of duty are from 6 am. to 11 am. &
from 1 p.m. to 5.30 p.m.

He will attend at the roll call with his men & see
that they take from the store the tools baskets etc
they require—.

He will then visit each section & see that the men
on their proper work given out to them. He must
then await my coming & report anything con-
cerning the work. As a rule I shall endeavor
to go round with the mandore & give such
instructions as may be necessary. & it will be the
mandore's duty to see that these instructions are
promptly obeyed. obeyed

His chief & most important duties are
to see that each man does a fair days work
to carry out at once all orders given to him
to be ^{smart} ~~move~~ intelligent

He will have nothing to do with seeds & pot-plants
except in case of flower seeds for the beds.

He will be in charge of the big nursery & must keep
all plants in stock to the proper amount— and he
must be particularly careful to see that all tools etc
are returned to the store at night— Any tool found in the
gardens after the men have left off work, will render
the mandore and the man who so left it liable to

1st
2nd
3rd

Rules for the Mandors & Keburus Employed on the Govt. House Domain

Mandor's Duties

I It will be the duty of the Mandor to keep a "Time book" with a list of the men's names in it. At 6 a.m. & 1 p.m. he will call the roll, marking off those that are present, & recording any one that is absent.

II As soon as the names have been called at 6 a.m. the Mandor should visit each division of his men in turn. i.e. the Plant House & Nurangum - the flower garden Keburus, the mowers & sweepers, & those employed on general work; to each band he should roughly sketch out the work for the day. As a rule this work should be finished by 10. The Mandor will then be ready to occasionally supervise any particular work, such as re-arranging the plants in the various rooms of Govt. House, attending to flower decoration, potting & tubbing plants & general nursery & propagating work. In all cases however the Mandor should never allow more than two hours to pass without revisiting his different bands of men & checking their work.

III Any irregularities or complaints should

be reported to the Director or Asst. Supt. at the time of their next visit, any matter of urgency should at once be reported by special messengers.

II The Mandore has no power to dismiss or take on a man without first obtaining authority.

III The Mandore & Kebuns while being under the direct control of the Director, must, if asked to do so, obey any order given them by the Govt. Official residing at Government House & Bangalore 1 & 2. - such orders will of course be reported.

IV The working hours are from 6. am to 11 am & from 1. pm. to 5. 30 pm. The Mandore & Kebuns must not absent themselves between those hours without leave.

V The Mandore will be responsible for all tools, & their efficient repair. he will also see to the cleanliness of the ^{code} quarters & allow no one to live in the quarters ^{but the} who ^{employees & their wives & children} ~~is not an employee~~

VI The Mandore will keep a diary in which he will record daily operations. Record orders given him by the Director & Asst. Supt. This will be utilised weekly by the Director & Asst. Supt.

1. The first part of the report is a general
description of the area. It is a small
area of land, about 100 acres in extent,
situated in the north-west corner of the
county. The land is mostly flat, with a few
small hills. The soil is a light brown
clay. The vegetation is mostly grass, with
some small trees and shrubs. The area is
mostly used for agriculture, with some
land being used for grazing. The area is
mostly owned by private individuals, with
some land being owned by the county.
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RULES FOR FOREST POLICE.

WORK.

1. The working hours are from 7 *a.m.* to 3 *p.m.* daily, Sundays excepted.
2. The Corporal and his men must return to their respective stations before 3 *p.m.*, otherwise they will be considered as being absent.
3. It is the duty of the Corporal and his men to collect and preserve specimens of all *trees, shrubs* and other plants when in *flower* or *fruit*, and also to collect all *good timber seeds*.
4. It will be the duty of the Corporal to write the report of each day's work in the *Report Book* on arrival from duty, every day.
5. Weekly reports of work are to be furnished by Corporals from their respective stations once a week (Saturday).

FIRES.

1. In cases of *fire* occurring within the Forest Reserves, the duty of the Corporal and his men is at once to do their very utmost in extinguishing the *fire*.
2. They must also, without delay, fully investigate the matter with a view to the arrest of any one known or suspected of having caused the *fire*.
3. Under any circumstances, neither the Corporal nor his men must leave the *fire* until such time as it *be totally extinguished*. The reports to head-quarters must be made subsequently.

ARREST.

1. Any person or persons found cutting or removing live or dead timber, grass, charcoal-ashes, stones, gravels, under-forest, cutting or stripping bark or lighting fires in the forest, should be at once arrested and taken to the nearest Police Station with whatever is found in the offender's hands and a specimen of the trees, grass, &c., &c., together with the apparatus of carrying or tying the same.
2. Any *horses, cattle, goats, or buffaloes* found grazing in any Forest Reserve must be at once seized and taken to the nearest Police Pound.
3. In all cases of cutting or removing timber or underforest, or other forest-produce, depasturing or encroachments, the Corporals must at once come on to head-quarters and report the matter either to the Director or to the Overseer of Forests, and in giving evidence before the Magistrate to state exactly and clearly what occurred without adding or altering or concealing anything. If any Forest Corporals or watchmen are found giving false evidence either before any Magistrate or to their superior officers they will be liable to 6 months' imprisonment.

GRATUITIES.

1. It having come to the knowledge of the Director that several of the Forest Watchmen have endeavoured to extort *bribes* from Chinese squatters, Forest Corporals and Watchmen are hereby warned that, as public servants, they are liable to three years' imprisonment for accepting or obtaining any such gratifications.

H. N. RIDLEY,

Director of Gardens and Forests.

فصل فرادوران کرج اورغ فولیس یغدهوتن

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- 1 اداله وقتون مریکئی بکرج ایه هندقله دملای درفد فول توجہ فاگی سمشی فولک تیگ قذغ ستیف ۲ هاری ملینکن فد تیف ۲ هاری احد تیدق
- 2 مک کفرال بسرت اورغ ۲ کلوار فرگی بکرج ایت ماهوله سمشی بالیق کتمفه ماسیغ ۲ تیاد بوله لمغو درفد فولک تیگ قذغ جگ تیاد سمشی بالیق قد جم یغترسبوت این ترندقله دماسقکن کیوا ۲ اورغیغ دملین تیاد کلوار کرج قد هاری ایه
- 3 اداله فکرجان کفرال دان اورغ ۲ ایت ماهوله مموشت کمرولکن سرب جنیس چنتوه قوکتو ۲ کایو دان سگل ماچم فوهن ۲ یغ زنده ۲ دان سگل ماچم تمبو ۲ هن یغ تغه برپواه اتو تغه برپوها دان سگل بنیه بجی فوکتو یغکوس ۲
- 4 سباگیلاگی فکرجان کفرال ایت هندقله ای منولیس ماسقکن کدالم ریغوه بولک حال فکرجان یغدهوات ستیف ۲ هاری دتولیس قد ماس ای بالیق درفد بکرج ایت
- 5 مک ریغوه مگو ۲ ایت هندقله کفرال جوا مموشت درفد ماسیغ ۲ تمفت فد سمشو سکالی یایه فد تیف ۲ هاری سبت دهنترکن کفد کفلا یغ ممرننه کبون بوغا

فصل افی

- 1 جگ سکیران اد افی دمان ۲ ترپاکر دالم هوتن سمفان مک واجبله کفرال سرت اورغ ۲ پ سگرا ترکم فرگی تولغ دغن سهابس ۲ دایاپ رداکن افی ایه
- 2 سکالی ۲ تیاد بوله دلیغهن ملینکن هندق سگرا سیاست چاری بقول ۲ اورغیغ ممبرا ایه جگ صح تمفق اورغ ایت هندقله دتغکف ای دان جگ داتس شک سهاج هندقله دبری تاهو کفلا یغ ممرننه کبون بوغا ایه سغالی دامبیل وارین دتولیس فرگی تغکف اورغیغ دشکن ایه
- 3 بارغدمان ۲ فون کالواد ترپاکر هندقله کفرال سرت اورغ ۲ ایت فرگی تغککن تمفت ماسیغ ۲ سمشی هابس قادم افی ایه کمیدین بهاروله دریغوتکن کفد کفلا ممرننه کبون بوغا

فصل تغکف

- 1 جگ بارغسیاف ۲ اتو اورغ ۲ یغان برجمشا سیاف ۲ قوتغ کایو اتو امبیل اتو ائکه کایو هیدوف اتو ماتی اتو ریغوت اتو ابو ارغ اتو باتو اتو فوکتو ۲ یغ کچیل اتو فوتم اتو امبیل کولیت کایو اتو تاروه افی دالم هوتن میستی کنا تغکف ایه وقتو جوک دان هنتر فرگی درومه فاسوغ کمفنی ماسق کیس دان اف ۲ بارغ یغ دافت دالم تاغن اورغ ساله ایت دان لاگی امبیل جوک بکس کایو یغ سده کنا قوتغ اتو اف ۲ یغ دی امبیل دری هوتن کمفنی اداپ.
- 2 بارغسیاف ۲ اتو اورغ ۲ ان ملس بری ماکن کودا ۲ پ اتو کربو لمبو کمبیغ دالم هوتن سمفان این تا دافتیاد هندقله دتغکف بناتغ ۲ یغترسبوت باوا ماسقکن کدالم قاون رومه فاسوغ یغبردکاتن.
- 3 جکلو کیس قوتغ اتو کلوارکن کایو ۲ اتو بارغ ۲ دهوتن کمفنی اتو اورغ امبیل تانه کمفنی ایت کفرال اتو لس کفرال یغ جاک ددیستریقن میستی داتغ ایه وقتو جوک دان بری تاو کفد کتوان دان افبیل بچارا دهداقن مجستریه میستی بیلغ بقول سکالی یغ اف سده جادی دالم کیس ایت دان جاعن چاکف بوهغ اتو تمبا لبه چاکف اتو کورغن چاکف جکلو کفرال اتو لس کفرال اتو مات ۲ ان جمفا چاکف بوهغ کفد کتوان اتو دهداقن مجستریه ننتی کنا انم (6) بولن جیل اداپ.

فصل ددی

- 1 جگ سکیران دافت دکتیوی اوله کفلا یغ ممرننه کبون این باگی بارغسیاف ۲ یغبرکرج دهوتن ان فنتا اف ۲ سواف درفد اورغ ۲ چینا یغدم دهوتن ۲ مک باگی یغدمکین دفرایغتن کفد کفرال اتو اورغ ۲ اداله مریک جادی اورغ کمفنی بوله دافت کسلاهن تیگ تاهن جیل دغن سبب اد منریما اف ۲ ممبرین درفد اورغ ۲ یغدم دهوتن ۲

ایچ ریدلی

کفلا ممرننه کبون بوغا

No. —

Gardens and Forest Department,

STRAITS SETTLEMENTS,

Singapore, 27 September, 1897

Rules for the Guidance of the — Garden Constables —

Hours of duty

I The Corporal & two Constables shall each in turn serve four hours on duty and six off duty. The other Constable shall be termed the night watchman & shall come on duty at 5.30 ^{stay} p.m. in or near the Plant Houses until 6 a.m. Each Constable shall in turn serve one week as night watchman.

Duties

The duties of the Constables are 1st to see that none of the By Laws of the Gardens are broken (these they must thoroughly learn) In the event of any one stealing plants, flowers, or anything in the Gardens, the Constable on duty must firmly & respectfully request them to accompany ^{him} to the Office. if after Office hours, to the Directors or Asst. Supt. Houses. Should neither the Director nor Asst Supt be at home the names and addresses must be obtained of the offenders — ^{when the offenders may be released} The Constables are warned against receiving illegal gratification. infringements of this rule will lead to dismissal & probable prosecution —

The Constables are expected to show

Instructions & Order.

Rules for the Mandore &
~~at Govt House~~ ~~at Government House~~
~~House~~ Gardens and Forest Department,

No.

STRAITS SETTLEMENTS,

Singapore, 17th August, 1897

Number of
Krbuns.

1.—The number of Krbuns sanctioned for
Govt. House Grounds is (24) and one
Mandore...

Mandore's
duties

2.—The Mandore's duties are — 1. To be
in general charge of the men — He will call
the roll at 6 a.m. & 1 p.m. & keep a time
book, for recording the men's time. 2. As
soon as the men's names have been called
he will visit each gang of his men
and give them instructions as to the
day's work. He should then go to Govt.
House & see that the house work, such as
changing plants in the rooms, arranging
the flowers for table etc. is being properly
carried out: by this time it will be
necessary for him to visit his men
again, giving of course more attention
to whatever part the most important
work is being carried on. For instance
at one time there will be extra work in
the Flower Garden — at another in the
Plant Houses, & nurseries, & he should
make it a rule as far as possible, that
when any extra work is going on, he

draft

draft as many men as he can conveniently spare from other parts so as to get the work done as quickly as possible - The above refers to general work day by day - There are however certain duties which should be done regularly on certain days & which as a rule nothing should be allowed to interfere with. For instance the Lawns should be rolled every Monday, Wednesday & Friday morning the first thing, & they should be mown at least once a week say every Saturday morning - any occasion on which it has been found impossible to do this should be noted in the Mandore's diary & pointed out at the next visit of the Director or Asst. Supt. —

Such work as sweeping & hedge cutting will be left to the discretion of the Mandore. There should however be no occasion, as a rule, for sweeping in the morning. If the sweeping is begun at 1. o'clock, around Govt House there should be ample time to sweep up every ~~thing~~ where —

The Mandore is responsible for all tools & stores. which he will keep locked up in the store when not in use - A list of all tools must be kept hung up in the store.

The Mandore has no authority to discharge men, or give them leave of absence - any complaints he may have to make must be made to the Director or Asst Supt. & any man wanting leave must also apply for it at the Gardens Office —

There

There are several offences for which fines are imposed, such as leaving work before the proper time, leaving tools about, & gross carelessness by which injury is done - These offences will be noticed by the mandor & the rule is that for a first offence a man should be warned, for a second offence of a similar kind he should be fined, & for a third he should be discharged - after the first offence he should be reported -

Whilst the mandor is directly under the orders of the Director of Gardens - ~~there~~ are times when he must obey the orders of Gentlemen living on the Domain, reporting anything that involves much labour at the Gardens Office -

The mandor's hours are from 6 am to 11 am, & 1 pm to 5 pm & between these hours he must not absent himself without leave -

Any cases of bona fide sickness should be reported as soon as possible.

Director

A. N. Ridley
Director

No. _____

Gardens and Forest Department,

STRAITS SETTLEMENTS,

Singapore, 17 Aug, 1887

Rules for Kebuns at Government House.

- 1- The hours of work are from 6 am to 11 am
+ from 1 pm to 5 pm. ^{no one shall be absent} ~~any man absent~~
~~between those hours, will be punished~~
~~for a first offence. & fined forty five cents~~
~~for a second, & discharged for a third.~~
2. The Head mandore is placed in charge. & the
Kebuns must implicitly obey him - if they
have any complaint to make, they must
make them at the Gardens Office to the Director
or Asst Supt.
3. Any carelessness by which injury is done to
tools or plants - leaving work before proper
time - will be punished by reprimand, fine,
^{25 cents} ~~and~~ ^{or} discharge.

H. N. Ridley

Director

4. No person not employed as a kebum except the wife
and children of the kebuns is permitted to live on
koup in the Comp. lines without special permission
from the Director.

مکتوب من بانی - مکتوب توکل کبیر و کبیر بر ما

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8/10. H. R. Ridley

Director of Gardens.

20th August 1897.